



ST FRANCIS CATHOLIC PRIMARY SCHOOL

'Recognising Christ in Everyone'

Head Teacher – Mrs Miccoli

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Friday 18th September 2026

Dear Parents & Carers,

Update on our school gates & arrival/departure routine

Thank you for your patience and support as we have been trialling our new school gates. Our main priority is finding a routine that is both smooth and entirely safe for our whole school community.

Following our recent trials, we have decided to keep the large gate at the front of the school open during drop-off and pick-up times. We found that the pedestrian gate is currently quite heavy and stiff, requiring staff to hold it open, which unfortunately blocked the entryway. When leaving the school site, you are welcome to use either the main gate or the gate leading directly onto Coronation Road.

If you are using the Coronation Road exit, please note:

- How it opens: The gate opens outwards. You can release the lock by pressing the green button located on the pole.
- Safety first: To keep everyone safe, this button must only be pressed by an adult. Please ensure children do not press the button.

Thank you for helping us keep our school arrival and departure times safe and efficient for everyone!

Whole School Mass

On Friday 11th we held our first school Mass of this academic year with Fr Phillip and the people of our parish. Our Class 6 children lead our Mass with respect and reverence. Our thanks to Fr Phillip for making our school Masses such an active and spiritual experience for all our children and staff.

Mini Frankies

We have a very exciting opportunity for our younger children to take up a leadership position in our school as part of the Mini Frankies. This group of children will discuss how we can help each other and how we can act, in addition to leading with our school chaplaincy. The children will be living out their faith through some of the areas of our Catholic Social



Teaching.

The Mini Frankies will, with support from staff:

- Talk with each other about how we can help others, plan the course of action and act upon it e.g., helping to run our Food Bank collections for our local Food Bank
- Take a leadership role at Mass and Celebration of the Word
- Support events in our liturgical calendar
- Organise and lead class Celebration of the Word.

If your child is in Class 1 or Class 2 and wishes to apply for the role, please could they submit their application to their Class Teacher by the end of school on Friday 2nd October 2026.

We are more than happy for the children to draw (possibly label too) and/or write why they would like to be a Mini Frankie. Alternatively, we are more than happy for you to write down your child's thoughts/ideas. The word limit is a maximum of 50 words. There is no minimum requirement. Your child does not have to be Catholic to apply for the role of a Mini Frankie at St Francis School.

We really do hope that the children are as excited as we are about this amazing leadership opportunity and an opportunity to put their faith in action. We are very much looking forward to receiving the children's applications.

Macmillan Coffee Morning

Please note that we have had to change the date of our upcoming Class Four event due to a planned road closure on Friday 25th September. Class Four will now be hosting this event in the school hall at 09:00 on Monday 28th September.

We would love for you to join us for some delicious treats and to support our wonderful Class Four children to raise funds for Macmillan Cancer Charity. We look forward to seeing you there.

Attendance

We would ask you to model the value of education, including the importance of regular attendance by making sure that your child comes to school regularly and arrives on time, this will establish a good habit that they will carry through life.

Requests for leave can only be granted by schools if there are "exceptional circumstances" and holidays are not considered exceptional. Requests for leave must be made to Mrs Miccoli, in advance.

If a child is taken out of school for a trip or holiday without prior approval, the school is



legally required to record it as an unauthorised absence. This remains true even if the parent provides a detailed explanation after they return.

Please do not expect school to approve shopping trips, birthday treats, etc. during school hours. Try to arrange family holidays so that your child will not miss any learning. If your child is ill or must miss school for some other reason, please contact school immediately.

Steps

The STEPS (Sorry, Thank You, Excuse me, Please and Smile) Award is given for wonderful manners shown around school to both staff, peers, and visitors. Please see below a picture of our children who received their awards recently.



Uniform Expectations

Thank you for your cooperation and effort in preparing your children for the start of the new academic year.

As we settle into the term, we would like to remind families that our full uniform policy is always available for reference on the school website. Children may continue to wear the summer uniform until the end of September. Starting **Monday, 5th October**, all children are expected to transition to the full winter uniform. However, should unseasonably warm weather continue into October, we will review this transition date and update you accordingly.

We take great pride in the heritage of St Francis, and our distinct uniform reflects our shared values and identity in the community. To maintain these high standards, all children must also wear appropriate school footwear. Please note that trainers are not permitted unless

accompanied by a medical note from a doctor.

Thank you for your ongoing support in ensuring our children represent St Francis with pride

TenTen

TenTen resources are used by us to enrich our Catholic faith and mission statement in our school. They are particularly useful for our Celebration of the Word and Collective Worship assemblies. The parent newsletter is a lovely way of sharing this with you.

Please find below a link to the TenTen newsletter below:

<https://www.tentenresources.co.uk/prayers-for-home/parent-newsletter/>

EYFS and Class Six Buddy Lunch

We are delighted to invite you to join your child for a special lunch in school at 11:45 on Thursday 24th September. This will be a wonderful opportunity to share a meal with your child and to meet their Class 6 buddy, who has been helping them settle into school life. We are very much looking forward to welcoming you into our school community for this event

Reflection

But when the Son of Man comes, will he find any faith on earth?"

We ask God that his light will burn brightly in our lives and so enlighten the eyes of our mind. May our vision be perfected in the hope for which Christ has called us: to go forth and share with those in our society who long for justice and the Good News of the Gospel.

Amen

Amen.

God bless, see you all on Monday, have a wonderful weekend.

Mrs Miccoli and the St Francis Team



St Francis Catholic Primary School
Autumn Term 2026

September	
Tuesday 22 nd	Ascot Grange 15:00- 16:30
Thursday 24 th	Buddy Lunch -EYFS and Class 6
Friday 25 th	Bags to School -09:00
Monday 28 th	Macmillan Coffee Morning -Class 4
October	
Thursday 1 st	CENSUS Day – Fish and Chips
Thursday 1 st	Class 4 to Chertsey Museum
Friday 2 nd	Mill Farm Visit – Whole School
Monday 5 th	St Francis Feast Day Mass -Class 5
Friday 9 th	Buddy Assembly -Class 6 and EYFS
Sunday 18 th	Lions Club Swimathon (PTA Event)
Monday 19 th	RWInc Development Day
Monday 19 th	SALT in all day
Tuesday 20 th	Parents Evening 16:00-19:00
Tuesday 20 th	No Get Active Care (After School) and Enrichment Clubs (After school)
Thursday 22 nd	No Get Active Care (After School) and Enrichment Clubs (After school)
Thursday 22 nd	Parents Evening 16:00-19:00
Monday 26th to Friday 30th	
Half -Term	
November	
Monday 2 nd	CPD - RWInc Staff Training Day- School Closed
Tuesday 3 rd	Children return to school
Thursday 12 th	Ascot Grange 15:00-16:30
Monday 16 th	Anti-Bullying Week -Odd Sock Day
Friday 20 th	'Break the Silence' Assembly
Wednesday 25 th	Open Morning 09:30 -11:00
Friday 27 th	Children's Tour of School 09:00
Friday 27 th	Parents Tour of School 15:00
Monday 30 th	Flu Immunisation Back-Up Day
December	
Tuesday 1 st	Nativity Dress Rehearsal 14:00
Wednesday 2 nd	Nativity Performance 14:00
Thursday 3 rd	Nativity Performance 18:00
Tuesday 8 th	Immaculate Conception Mass – 10:00 Class 4
Tuesday 8 th	Key Stage Two Carol Concert Dress Rehearsal 14:00
Wednesday 9 th	Open Morning 09:30 -11:00
Thursday 10 th	Key Stage Two Carol Concert 18:00
Wednesday 16 th	Christmas Lunch & Jumper Day
Thursday 17 th	Panto for EYFS, KS1 & KS2
Friday 18 th	Christmas Holidays – School Closes at 13:30

January 2025	
Monday 4 th	CPD for staff – School closed
Tuesday 5th	School Opens for all children 08:40

Please note change of dates